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**Contracting**

**OPERATIONAL CONTRACTING PROGRAM**

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and AFI 64-109, 4 May 1994

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This instruction implements AFPD 64-1, *The Contracting System*, by providing general authorities and responsibilities for operational contracting support. Operational contracting units provide timely, effective and efficient cradle-to-grave contract support to meet the needs of installation commanders, deployed commanders, and resident, tenant, and supported units. They also train and equip contingency contracting officers (CCOs) for worldwide deployment. Air Force operational contracting units may be contracting squadrons, operational contracting offices, contracting divisions, or another organizational entity designed to meet local needs. They may be headed by contracting squadron commanders, office chiefs, or directors. Subordinate elements of an operational contracting unit may be a contracting flight, contracting branch, or another organizational component determined locally. Users of this AFI should also consult the Federal Acquisition Regulation (FAR), the Defense Federal Acquisition Regulation Supplement (DFARS), the Air Force Federal Acquisition Regulation Supplement (AFFARS), and Air Force 63- and 64-series publications cited. This instruction does not apply to the Air Force Operational Test and Evaluation Center (AFOTEC) or to the Air National Guard (ANG).

Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFMAN 37-123, *Management of Records* and disposed of IAW the *Air Force Records Disposition Schedule (RDS)* located at <https://webrims.amc.af.mil/>.

**SUMMARY OF REVISIONS**

Replaces AFI 64-102, 8 April 1994, and incorporates AFI 64-109, 4 May 1994.

**1. Source of Contracting Authority.**

Contracting authority for operational contracting comes from the *National Security Act of 1947*; the *Armed Services Procurement Act of 1947*; and other statutes, regulations, and directives. This authority flows through the Secretary of the Air Force (SECAF) to the Commanders of major commands (MAJ-

COMs), certain field operating agencies (FOAs), and direct reporting units (DRUs). Contracting Officers are the “procurement agents” of the US Government and receive their authority via a signed Contracting Officer’s warrant issued by an authorized source. Guidance for appointing and terminating Contracting Officers is in Subpart 1 of the FAR, DFARS, and AFFARS. CCO warrants are normally issued at the CCO’s permanent duty station and convey authority to obligate the U.S. Government for any proper and authorized requirement while the Contingency Contracting Officer is deployed until and unless specifically rescinded by an in-theater Head of Contracting Activity (HCA) Authority.

## 2. Basis of Contracting Actions.

Commanders/Directors/Chiefs of Organizations requiring operational contracting support (i.e., “customers”) should contact the operational contracting unit and comptroller as soon as the requirement (or possibility of a requirement) is identified. The contracting unit will team with the customer to develop an acquisition strategy and assist the customer in developing an acquisition package (Note: an acquisition package is often referred to as a purchase request (PR)) (See 3.3. below). MAJCOMs and operational contracting units may provide informational guides that detail procedures for processing PRs.

## 3. Responsibilities:

3.1. **MAJCOM Chiefs/Directors of Contracting.** Provide policy guidance and functional oversight sufficient to create a contracting environment where contracting actions are properly planned; based on sound business judgment; and comply with all applicable laws, executive orders and regulations. Specific duties include, but are not limited to, policy-making and oversight of the following:

3.1.1. AFI 63-124, Performance-Based Services Acquisitions (PBSA). Ensure all services acquisitions with an annual value above the Simplified Acquisition Threshold include an acquisition strategy and quality assurance program that are performance-based.

3.1.2. DODI 3020.37, Continuation of Essential DOD Contractor Services During Crises. Ensure annual reviews of all service contracts to determine which services will be mission essential during crisis situations. Ensure services identified as mission essential also have current and feasible back-up plans in place.

3.1.3. AFI 38-203, Commercial Activities Program. Ensure an acquisition to compete a function or multiple functions follows the A-76 process.

3.1.4. AFI 64-201, Small Business Programs. Oversee a program for awarding contracts to small business and the associated categories of the small business program according to FAR Part 19 and FAR Part 26 and their supplements.

3.1.5. AFI 63-301, Air Force Competition and Commercial Advocacy. Ensure competition and commercial goals are considered when planning an acquisition strategy.

3.1.6. AFI 64-117, Air Force Government-wide Purchase Card (GPC) Program. Implement a GPC program that contains adequate policies, processes, and procedures to meet customer needs while adequately deterring fraud and abuse.

3.1.7. AFI 32-7080, Pollution Prevention Program, and the Air Force Affirmative Action Plan. When required, ensure an Affirmative Procurement Plan is in place for Pollution Prevention, Recycling Products, and procuring Environmentally Preferable Products/Services.

3.1.8. AFI 64-106, Air Force Industrial Labor Relations Activities for contractor personnel labor relations issues.

3.1.9. Air Force Contractor Performance Assessment Reporting System (CPARS) Guide. Specifically, fulfilling the responsibilities at Section B, paragraph 4, of the CPARS Guide.

3.1.10. AFPD 64-3, The Nonappropriated Fund Contracting System; AFI 64-301, Nonappropriated Fund (NAF) Contracting Policy, and AFMAN 64-302, Nonappropriated Fund (NAF) Contracting Procedures.

3.1.11. AFPD 10-4, Operations Planning: Air & Space Expeditionary Force Presence Policy (AEFPP). Plan and manage contingency contracting support IAW AFI 10-400, Aerospace Expeditionary Force Planning, AFMAN 10-401 V1, Operation Plan and Concept Plan Development and Implementation, and AFI 10-403, Deployment Planning and Execution.

3.1.12. AFI 32-1032, Planning and Programming Appropriated Funded Maintenance, Repair, and Construction Projects, provides guidance and instruction for planning and programming projects for real property classified as maintenance, repair, unspecified minor military construction, and facilities for operational requirements using operation and maintenance (O&M) funds.

### 3.2. Installation/Group Commanders.

3.2.1. Ensure contracting personnel possess the appropriate skills, tools, and training to accomplish their mission.

3.2.2. Ensure the mix of civilian, officer, and enlisted contracting personnel is appropriate to support local installation and deployment responsibilities.

3.2.3. Unless exempted, ensure the operational contracting unit follows the standard structure specified in AFI 38-101, Air Force Organization.

3.2.4. Unless exempted, ensure the operational contracting unit is manned IAW AFMS 12A0, Manpower Standard, Operational Contracting.

3.2.5. Ensure the contracting unit possesses adequate information technology resources to conduct electronic commerce (EC) with the public and private sectors, and to conduct electronic business (EB) with cross-functional business partners such as customers; Comptroller; Defense Finance and Accounting Service (DFAS); Defense Logistics Agency (DLA); Defense Contract Management Agency (DCMA); Department of Labor; and Government Services Administration (GSA), et al.

3.2.6. Ensure acquisition strategies are based on sound business judgment and follow all applicable laws, executive orders and regulations. Strategies must meet bona-fide need rules and obligated funds must meet fiscal year requirements in order to not violate the Anti-Deficiency Act.

3.2.7. Ensure requirements are properly planned in advance in order to allow the operational contracting unit to process the acquisition (i.e., contracting lead time) and allow for delivery of the supply or service. Proper planning avoids wasteful spending and ensures timely execution of expiring funds.

3.2.8. Emphasize the critical importance of “early involvement” with the operational contracting unit to ensure customers make, and benefit from, sound business decisions, robust market planning, proper source selection techniques, and the timely acquisition of requirements.

3.2.9. Appoint multi-functional teams (i.e., a group of key stakeholders with the required skill sets) to manage PBSA (i.e., from acquisition planning to contract closeout) IAW AFI 63-124, *Performance-Based Services Acquisitions (PBSA)*. Furthermore, foster a robust environment that successfully supports the multi-functional teams and corrects/elevates delays or problems not resolvable by the multi-functional team.

3.2.10. Ensure non-contracting personnel are trained to know and fully comprehend the following:

3.2.10.1. That only warranted Contracting Officers have the authority to award, modify, administer, and terminate contracts.

3.2.10.2. Personal liability and administrative measures are possible recourse actions against personnel that request, direct, or cause a contractor to perform when the Government has no existing contractual coverage or to perform outside of the scope of existing contractual coverage.

3.2.11. Ensure that the contracting squadron facilities have a professional, businesslike appearance, are easy to find, and have adequate parking for authorized vendors.

**3.3. Commanders/Directors/Chiefs of Organizations Requiring Contracting Support:** Plan and coordinate requirements with the contracting unit and comptroller to ensure acquisition lead-time requirements and fiscal funding profiles are adequately addressed. Plan and implement post-award contract management activities in conjunction with the supporting operational contracting unit.

3.3.1. Ensure acquisition packages (i.e., PRs) contain:

3.3.1.1. A complete and fully accurate description of the requirement—the requirement shall be described using an item description for supplies, a performance-based description for services (ref. AFI 63-124, *Performance-Based Services Acquisitions (PBSA)*), and specifications and drawings for construction. Whenever possible, customers shall provide descriptions in an electronic format suitable for posting on the Internet. If an electronic format is unavailable or inappropriate for a specific solicitation (i.e., prohibited by statute, executive orders, or regulation), the customer shall explain the circumstances to the contracting unit prior to or at the time of PR submission.

3.3.1.2. The required delivery date(s) or period of performance.

3.3.1.3. Market research documentation IAW FAR Part 10, to include providing a list of potential sources.

3.3.1.4. Support documentation for unique, brand name, or noncompetitive acquisitions (See FAR 6.2 and FAR 13.106).

3.3.1.5. Estimated cost and, as needed, the rationale for the estimated cost. Independent government estimates should include enough details to support the complexity and/or dollar threshold of the requirement.

3.3.1.6. Funding documentation. Organizations (or customers) requiring local purchase support submit PRs to the contracting squadron to initiate the contracting process. Example funding documents, that may also include some of the above listed data, include:

- 3.3.1.6.1. AF Information Management Tool (IMT) 9, Request for Purchase (completed IAW local procedures);
- 3.3.1.6.2. AF IMT 616, Fund Cite Authorization (FCA);
- 3.3.1.6.3. AF IMT 1218, Request for Communications Service;
- 3.3.1.6.4. DD Form 1348-1A, Issue Release/Receipt Document;
- 3.3.1.6.5. AO(X) Demand; or
- 3.3.1.6.6. Other appropriate funding documents.

3.3.1.7. For services acquisitions, identify whether or not the service is performance-based (See AFFARS 5337.170-3).

3.3.2. Assign qualified personnel to develop a quality assurance program that focuses on obtaining insight into the contractors processes and assess the contractors performance (ref. AFI 63-124, Performance-Based Services Acquisitions (PBSA)).

3.3.3. Assign qualified personnel to use GPCs and to perform the duties of primary and alternate GPC billing official(s) (ref. AFI 64-117, Air Force Government-wide Purchase Card (GPC) Program).

**3.4. Contracting Unit Commanders/Directors/Chiefs:** Provide leadership, training, direction, discipline, and the proper environment to foster the morale, welfare, and health of assigned personnel. Manage assigned resources to meet mission requirements. Interpret directives, orders, and regulations. Formulate plans and policies. Coordinate and interface with other agencies, as required. Maintain and enforce standards. Serve as senior operational contracting official and contracting advisor (i.e., “business advisor” on contracting issues). Manage the local contracting program to ensure it effectively meets customer needs while complying with all applicable statutes, executive orders, regulations, and the 63- and 64-series AFIs. As the lead contracting advisor, provide senior leadership and customers with sound business solutions/strategies to optimize resources and to enhance the quality and timeliness of acquisitions for commodities, services, and construction. Duties include:

3.4.1. Plan and execute acquisition strategies, including solicitation, award, administration, and closeout of Air Force contracts. Ensure contract files are established containing the records of all contractual actions IAW FAR 4.8.

3.4.2. Follow sound financial practices in obligating funds and managing expiring funds.

3.4.3. Establish and maintain a customer education program to explain contracting procedures, help with developing requisitions for requirements, develop and maintain “open” lines of communication, and stress the importance of meaningful partnerships with customers and contractors to ensure the goals and objectives of the Air Force mission are met to the maximum extent practical.

3.4.4. Provide metrics and reports according to DOD, Air Force, and MAJCOM guidance.

3.4.5. Maintain a training and mentoring program to ensure opportunities for every unit member to meet the “guiding principles” listed at AFFARS 5301.102-90. Specifically, ensure:

3.4.5.1. Personnel are given maximum opportunities to attend required training in order to meet Acquisition Professional Development Program (APDP) requirements.

3.4.5.2. Enlisted and officers participate in a formal rotational training program.

- 3.4.5.3. Civilians in centrally managed accession programs (e.g., Copper Caps, Interns) and locally managed accession programs participate in a formal rotational training program.
- 3.4.5.4. Enlisted personnel are trained and qualified to perform their duties IAW the 6COX1 Career Field Education and Training Plan.
- 3.4.6. Manage contingency contracting plans IAW AFFARS Appendix CC, Contingency Operational Contracting Support Program.
- 3.4.7. Ensure assigned personnel meet mission training requirements and plan for deployment IAW AFI 10-400, Aerospace Expeditionary Force Planning, AFI 10-215, Personnel Support for Contingency Operations (PERSCO), and AFI 10-403, Deployment Planning and Execution. Associate all unit members against a specific Air and Space Expeditionary Force (AEF) or air expeditionary wing (AEW). Report unit's status IAW AFI 10-244, Reporting Status of Aerospace Expeditionary Forces.
- 3.4.8. Publish in advance the submission dates for end of the fiscal year PRs based on the type of action and dollar value of the acquisition.
- 3.4.9. Maintain a comprehensive self-inspection/self-assessment program.
- 3.4.10. Manage the GPC program.
- 3.4.11. Provide training as needed, to non-contracting personnel authorized to use the GPC, blanket purchase agreements (BPAs), and other contracting vehicles using simplified acquisition procedures.
- 3.4.12. As necessary, support Nonappropriated Fund Instrumentalities (NAFI).
- 3.4.13. Ensure competitive sourcing activities are processed using latest guidance and directives.
- 3.4.14. Rapidly process Congressional and General Accounting Office (GAO) inquiries on contractual issues.
- 3.4.15. Manage for the Installation/Center Commander the contract Quality Assurance Program (QAP) IAW AFI 63-124, Performance-Based Services Acquisitions (PBSA).
- 3.4.16. As necessary, manage or participate in multi-functional teams (e.g., Business Requirements and Advisory Groups (BRAGs), Mission Area Multi-functional Team (MAMTs), or Integrated Product Teams (IPTs)) that support other activities requiring contracting advice.
- 3.4.17. Ensure all required legal reviews are conducted.
- 3.5. Directors of Business Operations.** Provide necessary oversight and direction to the contracting unit to ensure successful market research, acquisition planning, contract award, contract performance management, and interpretation of contract law. This position is normally the second in charge of an operational contracting unit. Duties may include:
- 3.5.1. Assist the unit commander in the planning, organization, and day-to-day operations of the unit; and manage the unit in the absence of the commander.
- 3.5.2. When serving as the unit's senior civilian employee, advise the commander on civilian personnel issues.
- 3.5.3. Ensure contracting actions comply with regulations and satisfy customer needs.

- 3.5.4. As assigned, exercise supervisory personnel management responsibilities.
  - 3.5.5. As assigned, represent the Wing Commander with other organizations (Federal, State, Local, and Non-profit events).
  - 3.5.6. Perform special assignments and participate in special projects and initiatives.
  - 3.5.7. Direct the small business and other socio-economic programs.
  - 3.5.8. Serve as the chairperson or alternate chairperson of the contract review committee.
- 3.6. **Contracting Superintendents.** Normally, the senior, qualified, enlisted person is the superintendent. The superintendent may fulfill First Sergeant duties as an additional duty. As directed, the superintendent shall be responsible, but not limited to, overseeing the following:
- 3.6.1. Self-inspection program.
  - 3.6.2. On-the-job training (OJT) programs.
  - 3.6.3. Overall unit training programs.
  - 3.6.4. Formal school quota management and APDP certifications.
  - 3.6.5. Enlisted personnel career advisor.
  - 3.6.6. Advisor to the commander and flight chiefs on enlisted matters.
  - 3.6.7. Contingency contracting and applicable operational plans (OPLANS) monitor.
  - 3.6.8. Unit deployment manager.
  - 3.6.9. Status of Resources and Training System (SORTS) reporting and AEF Reporting Tool (ART) reporting.
  - 3.6.10. Recognition and awards monitor.
  - 3.6.11. Supervises the Noncommissioned Officer in Charge (NCOIC) Contingency Support Cell and the Support Section (if enlisted are assigned).
  - 3.6.12. May chair or co-chair the contract review committee, if appointed by commander.
- 3.7. **Officer In Charge (OIC)/NCOIC of the Contingency Support Cell.** As directed, the OIC/NCOIC of the Contingency Support Cell shall be responsible for, but not limited to, the following:
- 3.7.1. Provides planning, programming, and execution of all contingency contracting training.
  - 3.7.2. Provides or schedules all required ancillary training for military personnel subject to deployment.
  - 3.7.3. Tracks statistical information to assist the commander in oversight of mobility reporting.
  - 3.7.4. Monitor and report the status of all available Unit Type Codes (UTCs) within the functional area. Configure and maintain functional UTCs as tasked by the MAJCOM using available assets. Execute deployment portion of any Time-Phased Force and Deployment Data (TPFDD) or deployment requirements manning document (DRMD) tasking IAW applicable instructions and procedures. Maintain mobility rosters for all tasked UTCs.
  - 3.7.5. Assists the superintendent in managing the OJT program and developing unit level training.
  - 3.7.6. May serve as unit deployment manager (UDM).

3.8. **Support Section.** Provides administrative support and manages personnel programs (e.g., orderly room, unit mailroom).

3.9. **Acquisition Flight Commanders/Chiefs.** Serve as the supervisor for an acquisition flight/division/branch (operational or specialized). If a military officer, the duty title is Flight Commander: If civilian employee or enlisted, the duty title is Flight Chief. As directed, oversees areas including, but not limited to, the following:

3.9.1. Plan and organize the activities of the Acquisition Flight.

3.9.2. Ensure acquisitions comply with federal statutes, regulations and policy.

3.9.3. Supervise, lead, train and mentor the members of the flight.

3.9.4. Manage acquisition activities to include: acquisition planning, execution of award, and performance of contract administration.

3.9.5. Ensure all flight members in acquisition-coded positions are receiving appropriate and timely formal training to meet requirements for APDP certification.

3.9.6. Ensure all flight members are provided training opportunities to meet DOD goal of 40 continuous learning (CL) points each year and ensure CL progress is properly documented to meet Air Force/DOD CL reporting requirements.

3.9.7. Ensure enlisted flight members holding Air Force Specialty Code (AFSC) 6C0X1 receive appropriate upgrade, task, and qualification training IAW the Career Field Education and Training Plan and AFI 36-2201 V3, *Air Force Training Program, On-the-Job Training Administration*, and ensure the training is properly documented.

3.9.8. Ensure flight members receive flight specific training.

3.9.9. Act as a contracting advisor to customers/contractors.

3.9.10. Set up customer/contractor education programs and hold regular meetings with customers/contractors to resolve problems and foster a team environment.

3.9.11. Represent the unit with a variety of installation and business organizations.

3.9.12. Perform special assignments and participate in special projects and initiatives.

3.10. **Plans and Programs Flight Commanders/Chiefs:**

3.10.1. Supervise, lead, train and mentor the members of the flight.

3.10.2. Maintains all information technology resources. Responsible for the operation and management of the automated contracting systems (software and hardware) to include management of the Standard Procurement System (SPS)/Procurement Desktop-Defense (PD2) and E-commerce initiatives.

3.10.3. Prepare monthly, quarterly, or annual reports and metrics, as required.

3.10.4. Manage incoming PRs, accurately distribute contractual documents, and provide general administrative support.

3.10.5. Monitor and report on the acquisition workload.

3.10.6. As directed, may manage the quality assurance and GPC programs and the contract review committee.

3.10.7. Act as a contracting advisor to customers.

3.10.8. Perform consolidated contract quality assurance (QA) and contract specialist functions that provide performance management support to the acquisition flight(s).

3.10.9. Perform special assignments and participate in special projects and initiatives.

3.11. **Performance Management Flight (Optional).** This flight may perform consolidated contract quality/specialist functions needed to provide complete performance management support to the acquisition flight(s). In addition to quality assurance, this office may include the quality assurance program coordinator, contract specialists, and additional multi-functional expertise (additional acquisition personnel, program management, engineers, quality assurance personnel, etc.) as determined by wing senior leadership. Under this option, the flight will perform pre-award planning, solicitation, source selection, and post award functions as a multi-functional unit under the squadron commander or equivalent for a single multi-functional service contract or group of service contracts. Performance management offices are normally established at the direction of the Wing Commander or Air Force Materiel Command (AFMC) Center-level Commander.

3.12. **Teams:** Unit Commanders/Directors/Chiefs may establish multi-functional teams to assist customers or specific acquisitions; may establish teams on a permanent or temporary basis; and may assign a Contracting Officer as a team member or team leader.

3.13. **Contracting Officers.** May serve in any of the above listed job positions. Contracting Officers are responsible, as an agent of the Federal government, to award and manage “all” contracts up to the limit indicated on their contracting officer warrants.

#### 4. Surveillance of Operational Contracting Programs:

4.1. **SAF/AQC:** SAF/AQC oversees and administers the Contracting Assessment Program to determine the overall health of the Air Force Contracting System.

4.2. **MAJCOMs.** MAJCOM staffs monitor contracting programs. MAJCOMs review reports and information from SAF/AQC; conduct staff assistance visits; and review MAJCOM Inspector General and Air Force Audit Agency (AFAA) reports, congressional inquiries; and unit’s corrective actions to cited weaknesses.

4.3. **DRUs and FOAs:** Contracting organizations not designated as HCAs (See [AFFARS 5301.601](#)) may set up surveillance arrangements with a larger command that has HCA authority or with SAF/AQC. These arrangements are consultative and do not transfer responsibility or authority from one activity to another.

4.4. **Reviews of Operations.** Activities performing formal reviews/assessments shall document the results in a written report to include the date and purpose of the visit, names of key personnel contacted, findings and recommendations. Copies of reports are normally provided to the contracting unit and the MAJCOM Contracting Staff. The following activities may perform inspections or procurement-management assessments:

4.4.1. SAF/AQC

4.4.2. MAJCOMs

4.4.3. Secretary of the Air Force, Inspector General (SAF/IG)

4.4.4. AFAA

4.4.5. Other Air Force, DOD, or Federal organizations (e.g., GAO, Air Force Inspection Agency (AFIA), and DOD IG)

**5. Forms and IMTs Prescribed.**

5.1. **Forms and IMTs Adopted.** DD Form 1348-1A, Issue Release/Receipt Document, AF IMT 616, Fund Cite Authorization (FCA), and AF IMT 1218, Request for Communications Service.

5.2. **IMTs Prescribed.** AF IMT 9, Request for Purchase.

MICHAEL L. DOMINGUEZ  
Acting Secretary of the Air Force

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

*National Security Act of 1947*

*Armed Services Procurement Act of 1947*

Anti-Deficiency Act

*Uniform Code of Military Justice (UCMJ)*

*Federal Acquisition Regulation (FAR)*

*Defense Federal Acquisition Regulation Supplement (DFARS)*

*Air Force Federal Acquisition Regulation Supplement (AFFARS)*

DODI 3020.37, *Continuation of Essential DOD Contractor Services During Crises*, 6 November 1990

AFPD 10-4, *Operations Planning: Air & Space Expeditionary Force Presence Policy (AEFPP)*, 16 June 2004

AFPD 64-1, *The Contracting System*, 29 March 1993

AFPD 64-3, *The Nonappropriated Fund Contracting System*, 29 July 1994

AFI 10-215, *Personnel Support for Contingency Operations (PERSCO)*, 15 November 2002

AFI 10-244, *Reporting Status of Aerospace Expeditionary Forces*, 19 February 2002

AFI 10-400, *Aerospace Expeditionary Force Planning*, 16 October 2002

AFI 10-403, *Deployment Planning and Execution*, 29 July 2004

AFI 32-1032, *Planning and Programming Appropriated Funded Maintenance, Repair, and Construction Projects*, 15 October 2003

AFI 32-7080, *Pollution Prevention Program*, 12 May 1994

AFI 36-2201 V3, *Air Force Training Program, On-the-Job Training Administration*, 4 February 2005

AFMAN 37-123, *Management of Records*, 31 August 1994

AFI 38-101, *Air Force Organization*, 21 April 2004

AFI 38-203, *Commercial Activities Program*, 19 July 2001

AFI 63-124, *Performance-Based Services Acquisitions (PBSA)*, 9 February 2004

AFI 63-301, *Air Force Competition and Commercial Advocacy*, 1 August 1997

AFI 64-106, *Air Force Industrial Labor Relations Activities*, 25 March 1994

AFI 64-117, *Air Force Government-wide Purchase Card (GPC) Program*. 6 December 2002

AFI 64-201, *Small Business Programs*, 1 January 1997

AFI 64-301, *Nonappropriated Fund (NAF) Contracting Policy*, 12 February 2002

AFMAN 10-401 V1, *Operation Plan and Concept Plan Development and Implementation*, 19 May 2003

AFMAN 64-302, *Nonappropriated Fund (NAF) Contracting Procedures*, 3 November 2000

*Air Force Contractor Performance Assessment Reporting System (CPARS) Guide*, February 2004

AFMS 12A0, Manpower Standard

6COX1 Career Field Education and Training Plan

### ***Abbreviations and Acronyms***

**AEF**—Air and Space Expeditionary Force

**AEFPP**—Air & Space Expeditionary Force Presence Policy

**AEG**—air expeditionary group

**AES**—air expeditionary squadron

**AETF**—air and space expeditionary task force

**AEW**—air expeditionary wing

**AFAA**—Air Force Audit Agency

**AFFARS**—Air Force Federal Acquisition Regulation Supplement

**AFI**—Air Force instruction

**AFIA**—Air Force Inspection Agency

**AFMAN**—Air Force Manual

**AFMC**—Air Force Materiel Command

**AFOTEC**—Air Force Operational Test and Evaluation Center (AFOTEC)

**AFPD**—Air Force Policy Directive

**AFPDC**—Air Force Publishing Distribution Center

**AFPDL**—Air Force Publishing Distribution Library

**AFSC**—Air Force Specialty Code

**ANG**—Air National Guard

**APDP**—Acquisition Professional Development Program

**ART**—AEF Reporting Tool

**BPA**—blanket purchase agreement

**BRAG**—Business Requirements and Advisory Group

**CCO**—contingency contracting officer

**CL**—continuous learning

**CPARS**—Contractor Performance Assessment Reporting System

**DCMA**—Defense Contract Management Agency

**DFARS**—Defense Federal Acquisition Regulation Supplement

**DFAS**—Defense Finance and Accounting Service

**DLA**—Defense Logistics Agency

**DOD**—Department of Defense

**DODI**—Department of Defense instruction

**DRMD**—Deployment Requirements Manning Document

**DRU**—Direct Reporting Unit

**EB**—Electronic Business

**EC**—Electronic Commerce

**FAR**—Federal Acquisition Regulation

**FCA**—Fund Cite Authorization

**FOA**—Field Operating Agency

**GAO**—General Accounting Office

**GPC**—Government-wide Purchase Card

**GSA**—Government Services Administration

**HCA**—Head of Contracting Activity

**IAW**—in accordance with

**IMT**—Information Management Tool

**IPT**—Integrated Product Teams

**MAJCOM**—major command

**MAMT**—Mission Area Multi-functional Team

**NAF**—Nonappropriated Fund

**NAFI**—Nonappropriated Fund Instrumentalities

**NCOIC**—Noncommissioned Officer in Charge

**O&M**—Operation and Maintenance

**OJT**—On-the-Job Training

**OPLANS**—Operational Plans

**OPR**—Office of Primary Responsibility

**PBSA**—Performance-Based Services Acquisitions

**PERSCO**—Personnel Support for Contingency Operations

**PR**—Purchase Request

**QA**—Quality Assurance

**QAP**—Quality Assurance Program

**RDS**— Records Disposition Schedule

**SAF/AQC**—Deputy Assistant Secretary (Contracting)

**SAF/AQCP**—Implementation and Policy Division, Deputy Assistant Secretary (Contracting)

**SAF/IG**—Secretary of the Air Force, Inspector General

**SECAF**—Secretary of the Air Force

**SORTS**—Status of Resources and Training System

**SPS/PD2**—Standard Procurement System/Procurement Desktop-Defense

**TPFDD**—Time-Phased Force and Deployment Data

**UCMJ**—Uniform Code of Military Justice

**UDM**—Unit Deployment Manager

**OIC**—Officer in Charge

**UTC**—Unit Type Code

### *Terms*

**Air and Space Expeditionary Force (AEF)**—AEFs are a composite organization of air and space capabilities from which a tailored AETF, composed of AEWs, air expeditionary groups (AEGs), and air expeditionary squadrons (AESs), are created to provide forces to meet theater combatant commander requirements. An AEF is not a discrete warfighting unit.

**Anti-Deficiency Act**—the basic federal fiscal law preventing the over expenditure of funds.

**Blanket Purchase Agreement (BPA)**—a simplified method of filling anticipated repetitive needs for supplies or services by establishing “charge accounts” with qualified sources of supply.

**Bona-fide Need Rule**—A fiscal year appropriation may be obligated only to meet a legitimate, or *bona fide*, need arising in, or in some cases arising prior to but continuing to exist in, the fiscal year for which the appropriation was made.

**Business Requirements and Advisory Group (BRAG)**—A business solution team that consists of cross functional personnel that plan and manage service contract outcomes to the satisfaction of its customers.

**Contingency Contracting Officer (CCO)**—is a person with delegated contracting authority to enter into, administer, and terminate contracts on behalf of the Government in support of a local contingency, steady-state deployments, or other contingency operations. The CCO also acts as the primary business advisor to the deployed or on-scene commander.

**Contracting Officer**—responsible, as an agent of the Federal government, to award and manage “all” contracts up to the limit indicated on their contracting officer warrants.

**Head of the Contracting Activity (HCA)**—means the official who has overall responsibility for managing the contracting activity.

**Multi-Functional Team**—A team of stakeholders responsible for a services acquisition. Includes not only representatives of the technical and procurement communities, but also stakeholders of the service acquisition and the contractors who provide the services. This team may consist of sub-group(s) responsible for routine contract actions. This team could be a BRAG, MAMT, IPT, working group, etc.

**Operational Plan (OPLAN)**—An operation plan for the conduct of joint operations that can be used as a basis for development of an operation order. An OPLAN identifies the forces and supplies required to execute the combatant commander's Strategic Concept and a movement schedule of these resources to the theater of operations. The forces and supplies are identified in time-phased force and deployment data (TPFDD) files. OPLANs will include all phases of the tasked operation. The plan is prepared with the appropriate annexes, appendixes, and TPFDD files as described in the JOPES manuals containing planning policies, procedures, and formats.

**Performance-Based Services Acquisitions (PBSA)**—involves acquisition strategies, methods, and techniques that describe and communicate measurable outcomes rather than direct performance processes. PBSA is structured around defining a service requirement in terms of performance objectives and performance measurement and providing contractors the latitude to determine how to meet those objectives. PBSA applies throughout the life of the entire acquisition cycle.

**Quality Assurance**—is a planned and systematic pattern of all actions necessary to provide adequate confidence that adequate technical requirements are established; products and services conform to established technical requirements; and satisfactory performance is achieved.

**Status of Resources and Training System (SORTS)**—is a Joint Chief of Staff (JCS) controlled automated data system primarily created to provide the National Command Authority (NCA) and JCS with authoritative identification, location, and resource information. It is used throughout the chain of command to measure the daily resource status of operating forces.

**Time-Phased Force and Deployment Data (TPFDD) (DOD)**—The Joint Operation Planning and Execution System database portion of an operation plan, it contains time-phased force and deployment data, non-unit-related cargo and personnel data, and movement data for the operational plan, including: (a) in-place units, (b) units to be deployed to support the operation plan with a priority indicating the desired sequence for their arrival at the port of debarkation, (c) routing of forces to be deployed, (d) movement data associated with deploying forces, (e) estimates of non-unit-related cargo and personnel movements to be conducted concurrently with the deployment of forces, and (f) estimate of transportation requirements that must be fulfilled by common-user lift resources as well as those requirements that can be fulfilled by assigned or attached transportation resources. (JP 1-02)

**Unit Deployment Manager (UDM)**—The unit office of primary responsibility (OPR) for deployment training. The UDM determines unit deployment training needs, requests training, and ensures a sufficient number of unit personnel are properly trained in the areas of cargo preparation, pallet build-up, and hazardous/sensitive cargo identification and certification.

**Unit Type Code (UTC)**—A five-character alphanumeric designator uniquely identifying each Armed Forces unit. Note that COMPES uses a sixth digit that denotes the UTC status.